



U.S. Department of State

INTERAGENCY POST EMPLOYEE POSITION DESCRIPTION

Prepare according to instructions given in Foreign Service National Handbook, Chapter 4 (3 FAH-2)

1. POST Panama	2. AGENCY USDA-ARS Screwworm Research Unit	3a. POSITION NO. ARS-07
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3b. SUBJECT TO IDENTICAL POSITIONS? AGENCIES MAY SHOW THE NUMBER OF SUCH POSITIONS AUTHORIZED AND/OR ESTABLISHED AFTER THE "YES" BLOCK. **X** Yes (3) No

4. REASON FOR SUBMISSION

- ☒ a. Reclassification of duties: This position replaces
Position No. ARS-07 , Agricultural Science Research Aide-1715 (Title) _____ (Series) FP-AA (Grade) FSN-4;
- ☐ b. New Position (3 available)
- ☒ c. Other (explain) Recruitment

5. CLASSIFICATION ACTION	Position Title and Series Code	Grade	Initials	Date (mm-dd-yy)
a. Post Classification Authority	Agricultural Science Research Tech, 1715	FSN-6; FP-8		
b. Other				
c. Proposed by Initiating Office	Agricultural Science Research Technician			

6. POST TITLE POSITION (if different from official title) ARS Technician	7. NAME OF EMPLOYEE
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8. OFFICE/SECTION US Embassy	a. First Subdivision USDA
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b. Second Subdivision Agricultural Research Service	c. Third Subdivision Screwworm Research Unit
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9. This is a complete and accurate description of the duties and responsibilities of my position. _____ Typed Name and Signature of Employee Date(mm-dd-yy)	10. This is a complete and accurate description of the duties and responsibilities of this position. _____ Typed Name and Signature of Local Supervisor Date(mm-dd-yy)
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11. This is a complete and accurate description of the duties and responsibilities of this position. There is a valid management need for this position. _____ Typed Name and Signature of American Supervisor Date(mm-dd-yy)	12. I have satisfied myself that this is an accurate description of the position, and I certify that it has been classified in accordance with appropriate 3 FAH-2 standards. _____ Typed Name and Signature of Human Resources Officer Date(mm-dd-yy)
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13. BASIC FUNCTION OF POSITION Performs standardized routines in support of research projects on screwworms. Such duties involve standardized tests, procedures, routines or operations which require a general knowledge of basic biological/entomological science and the ability to know when and how to resolve problems encountered or to make adaptations in the sequencing of the tasks performed.

14. MAJOR DUTIES AND RESPONSIBILITIES **40% OF TIME**
Assists in one or more phases of the research process by performing a variety of standardized or routine duties, in a laboratory or field environment, common to the assigned area of work.

15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE

- a. Education: Two years of post-secondary in Biology or related field is required.
- b. Prior Work Experience: One year of insect rearing, general work in a biological laboratory and general field biology experience is required.
- c. Post Entry Training: None specifically planned but considered on as needed basis.
- d. Language Proficiency: Level III (Good Working Knowledge) speaking/reading/writing Spanish language is required. Level I (Rudimentary Knowledge) speaking/reading/writing English language is required.
- e. Job Knowledge: General knowledge of the basic principles of biological science (e.g. pathology, physiology, entomology, biochemistry, microbiology, genetics, etc.) to perform routine or recurring techniques and studies is required. Record instrument readings, collect samples, and take measurements knowledge is required.
- f. Skills and Abilities: Basic skill at and knowledge of processes, methods, and procedures necessary to perform the full range of duties in the assignment area to support entomological research is required. Skill in the operation of basic equipment common to the specific area of research being conducted to perform routine tests or take measurements and readings is required. Ability to keep exact and detailed records of data obtained from experiments is required. Ability to operate a personal computer using word processing and/or other software programs is required. Ability to recognize subtle variations in often repeated experiments is required. Ability to schedule and independently carry out work assignments is required. Driver license is required.

16. POSITION ELEMENTS

- a. Supervision Received: Directly Supervised by the Research Entomologist (ARS-001)
- b. Supervision Exercised: None.
- c. Available Guidelines: Standing oral instructions, written guides, charts, manuals, schedules, equipment manufacturers' operating manuals, standard and established operating procedures, and agency regulations.
- d. Exercise of Judgment: Little or no judgment is required in applying the guidelines. Incumbent works in strict adherence to the guidelines, referring needed deviations or those with a lack of clarity to the supervisor.
- e. Authority to Make Commitments: Relative to research – None. Relative to support related needs (machine repair, automobile maintenance, etc.) – minor commitments can be made (for example, up to \$250 purchases).
- f. Nature, Level and Purpose of Contacts: Personal contacts are with employees in the agency, inside and outside of the immediate organizations, e.g., personnel from higher level organizational units, or, occasionally, resource individuals from State or local government units, or other Federal agencies. The personal contacts are established to: exchange information about procedures, schedules, or operating problems; clarify information on records; report on the results of studies; explain the steps involved in operating equipment; explain the reason the work is being performed; or to explain other factual information. The facts or information exchanged may range from easily understood to highly technical.
- g. Time Expected to Reach Full Performance Level: Three to six months.

Continuation.....

14. MAJOR DUTIES AND RESPONSIBILITIES

30% OF TIME

Performs routine and recurring techniques and studies using a variety of specialized equipment.

25% OF TIME

Records instrument readings, collects samples, and takes measurements. Keeps detailed records of experimental data. Tabulates and summarizes data using personal computers and software packages. Maintains inventory of chemicals, prepares solutions and reagents for use in the laboratory, field, or greenhouse, safely disposes of waste material (both chemical and biological), and keeps work-site in a neat and orderly manner.

5% OF TIME

Other related duties as assigned and occasional money holder.